

**VIENNA POLICE DEPARTMENT
PROCESS SUMMARY**

Applicant's Name:		Position:	
DOB:	Age:	Case Number:	
Soc.Sec.No.:		EEO:	
Address:			
Home Phone Number:		Marital Status:	
Work Telephone Number:			
Investigator:			

ACTIVITY LOG

ITEM	NOT APPLICABLE	DATE COMPLETED	RESULTS	INITIAL
<i>PRE - EMPLOYMENT OFFER STAGE</i>				
Initial Telephone Screening				
Background Interview				
ID Photograph & Fingerprints				
Physical Agility Test				
DMV Check				
NCIC Check				
VCIC Check				
Verify Past Employment				
Verify References				
Local P.D. Criminal Check				
Local P.D. Personnel Check				
Credit Check				
High School Records/Transcripts				
College Records/Transcripts				
<i>CONDITIONAL OFFER OF EMPLOYMENT</i>				
<i>POST EMPLOYMENT STAGE</i>				
Polygraph Examination				
Physical Examination				
Psychological Examination				
Interview with Chief				

DISPOSITION

Appointment:	Date:
Denied:	Date: